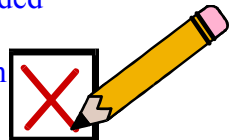


Helpful Information for Presenters

1. Presentations should be directly related on one or more of the issue areas as identified in the new state technology plan.
2. Presentation descriptions should accurately reflect the content of the presentation.
3. Presenters should be courteous to the next presenter by beginning and ending sessions on time.
4. If the presentation requires the installation of software onto computers provided by the Department of Education:
 - Documentation must be provided showing the licensing or written authorization to install
 - The software and authorization must be received at the DOE by November 3, 2002.
 - Software and authorization information should be sent to Richard Schley, PO Box 2120, Richmond VA 23218-2120. (Physical address: 101 N. 14th Street, Richmond VA 23219)



Tips and Hints on Preparing Your Presentation

1. Questions to ask yourself as you are preparing your presentation:
 - How clearly and concisely am I explaining the concept?
 - How well am I demonstrating related information?
 - What have I learned from the presentation?
 - Am I just restating material/information commonly known or am I actually demonstrating analysis, synthesis, interpretation or insight?
 - What are the connections I am making, what are the insights, what new idea, what new concepts do I want to convey?
 - Why is this new knowledge useful?
 - How is this applicable to the audience?
 - How does this relate to my own experience?
 - How might I do things differently in the future now that I have this new knowledge? What have I actually learned?
 - Do I really believe what I am saying?
2. Present a Speech
 - Do Not Read a Paper



3. Allow time for questions from the floor
4. Visuals- According to a study done by the University of Minnesota and the 3M Corporation, speakers who use visuals in their presentations are 43% more persuasive. Below are some simple rules to follow when preparing visuals
 - The "6-foot rule" - you should be able to read your overhead non-projected transparency from 6 feet away (35 mm slides should be readable from 12 inches).
 - Each visual should convey a single idea.
 - No more than 6 words per line. No more than 6 lines per visual.
 - Change visuals every 45 - 60 seconds.
 - Avoid using vertical lettering
 - Use bullets not numbers when presenting a list of items
 - Use no more than 2 typefaces in any visual
 - Use UPPER and lower case letters
 - If using color - use blue backgrounds
 - Include related graphics wherever possible
5. Web sites that provide excellent tips and hints for creating effective presentations and slides:
 - <http://www.asp.org/asp1997/presguidelines.htm>
 - <http://www.presentingsolutions.com/effectivepresentations.asp>
 - <http://www.ku.edu/cwis/units/coms2/vpa/vpa.htm>
 - <http://www.siam.org/meetings/resources/tips.htm>

